



Completing the Contracts Spreadsheet (Large Agency Transition)

The “contracts spreadsheet” is designed to capture all continuing obligations of the Commonwealth in the area of Information Technology. This includes both “in-scope” and “out of scope” activities. You may find that you may have furnished some of this information to VITA (or DIT) in the past. If so, we apologize for the duplication and you may find this information to be a starting place for the contract spreadsheet.

For purposes of this spreadsheet, a contract is any agreement between your agency and anyone (including other government entities) where the obligations of either party will extend beyond the transition date. This would include purchase orders for products where warranty would extend beyond transition.

Copies of the contracts or orders need not be submitted with the spreadsheet (other than those noted below) but copies (or originals) of all “*contracts of interest*” will be requested shortly after submission of the spreadsheet. Be aware that VITA may request copies of contracts your agency considers “out of scope” in order that VITA may validate this finding or which may be the focus of future “transformation” activities. An agency may find it easier to gather copies during the data collection phase and submit them with their spreadsheet. At least initially, PDF (electronic) copies of the documents are satisfactory. Please insure that all documents are complete (all modifications, etc. are included).

The questions below may prompt you to remember some contracts that need to be identified and may not come immediately to mind in this process.

1. Where do I send the spreadsheets and who is my contact?

You may electronically send spreadsheets (via email attachments) to: contracts@vita.virginia.gov. Questions should be addressed first to the SLD for your agency. The point of contact at VITA for this activity, in Supply Chain Management, is J.B. Edmonds, (804) 371-5948 or contracts@vita.virginia.gov.

2. If I renew or order something prior to transition, should I include it?

Any agreement, which will not be completely satisfied prior to transition, should be included (see warranty discussion above). In addition, any such agreement entered into after submission of the spreadsheet, but prior to transition, should be forwarded to VITA.

3. Does your agency pay any wireless (cellular or paging) bills directly to a provider and NOT VITA? (i.e. AT&T, Verizon, Sprint, Alltel, SunCom, nTelos, Metrocall, Arch, Afton Communications, etc.)

If the answer is yes, please provide the contract for those services or the latest Purchase Order where you ordered such service along with a copy of the latest invoice. In addition, if this contract or PO was completed within the past 3 years, include a copy of your “*waiver from the state contract*” issued by DIT or VITA.



4. **Does your firm receive bills directly from any Telecommunications Service providers, including local telephone companies, for services provided to your agency (i.e. Verizon, Sprint, Shenandoah Telephone, Blue Ridge Telephone, etc.)? This also includes Internet Service Providers (ISP) services from companies such as Comcast, AOL, Direct-TV, Compuserve, Earthlink and others.**

If the answer is yes, please provide the contract for those services or the latest Purchase Order where you ordered such service along with a copy of the latest invoice. In addition, include a copy of your “*waiver from the state contract*” issued by DIT or VITA for those service..

5. **Did your agency purchase personal computers in the past year that included extended warranties (more than one year) or maintenance options?**

If the answer is yes, please provide the contract for those devices or the latest Purchase Order where you ordered along with a copy of the invoice or receiving report detailing the serial numbers.

6. **Does your agency have maintenance contracts for hardware that are renewed on an annual basis? This includes hardware that you would consider “agency specific” and does not transition.**

If the answer is yes, please provide the contract for those devices or the latest Purchase Order where you renewed the maintenance

7. **Does your agency have maintenance contracts for software that are renewed on an annual basis? This includes software that you would consider “agency specific”. Please include a copy of the “License Agreement”**

If the answer is yes, please provide the contract for the software or the latest Purchase Order where you renewed the maintenance

8. **Does your agency have contracts or agreements for information technology related work with other state agencies (including VipNet), Higher Education or federal agencies?**

If the answer is yes, please provide the contract/agreement for the service or the latest Purchase Order.